

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** 20855e  
**Opening Date:** 02/24/2010  
**Closing Date:** 03/03/2010

## **Dental Assistant 2 - SCCC**

**\$3176 - \$4167 monthly (Range 47) plus great benefits!**

### **Agency Information**

The Department of Corrections has one opening for a motivated team player to fill the position of Dental Assistant 2 at Stafford Creek Corrections Center in Aberdeen, Washington.

#### **EMPLOYMENT WITH THE DEPARTMENT OF CORRECTIONS**

Whether the work is inside a prison, in community corrections or in an administrative office, Washington State Department of Corrections' professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society.

Stafford Creek Corrections Center (SCCC) is a 1,936-bed multi-custody facility located five miles west of Aberdeen, on the southern Washington Coast. There are seven living units for medium and minimum long-term custody offenders and an intensive management unit for maximum-custody offenders. SCCC was Washington State's first tobacco-free facility for both staff and offenders.

#### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

#### **DOC offers:**

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

'The mission of DOC is to improve public safety.'

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov)

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

### **Duties**

Prepares the dental clinic to treat patients. Assists the dentists in all phases of general dentistry. Assists the dental hygienist with dental hygiene procedures. Performs duties and procedures delegated by a licensed dentist consistent with The Washington State Dental Practice act. Exposes and develops dental x rays. Cleans, disinfects, sterilizes and maintains dental instruments and equipment. Maintains dental instrument inventories, maintenance logs and supply inventories. Maintains patient dental records and

DOC paperwork. Maintains the safety and security of the dental clinic. Understands and complies with all DOC policies. Performs other duties as assigned.

## **Qualifications**

Desirable Qualifications:

Completion of an accredited training program for dental assistants and current certification as a dental assistant (CDA); AND Two years of experience as a dental assistant.

Completion of a vocational course in dental assistance work may be substituted for one year of experience.

Note: Pre-employment process will include drug testing.

## **Special Notes**

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Detailed Instructions" heading within [www.careers.wa.gov](http://www.careers.wa.gov).

Tuberculosis (TB) is a priority health issue for DOC employees. Periodic skin tests are required for all health care providers and custody staff who are assigned to health care posts and those who transport known/suspected TB patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Please consider the following when deciding whether to apply:

- \* Employees work with offenders in a potentially hazardous setting.
- \* Pre-employment process will include drug screening
- \* All Department of Corrections' employees are fingerprinted for a criminal history background check.
- \* This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.
- \* All DOC facilities are smoke and/or tobacco free.

## **Other Information**

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact [jamie.robinson@doc.wa.gov](mailto:jamie.robinson@doc.wa.gov) or (253) 680-2763.

## How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020855\* and click on Start Search.
5. Click on the link Dental Assistant 2 - SCCC, Aberdeen, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

### Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).